

Special Session

Agenda Item #	3
Meeting Date	October 15, 2007
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	Resolution setting forth a policy regarding part-time staffing and contractual labor usage
Background	<p>The Council requested that staff draft a policy regarding the City's usage of part-time staffing and contractual labor. The goal was to formalize the Council's philosophy and to provide direction to the City Manager in the handling of these matters.</p> <p>Staff prepared a draft resolution setting forth a policy regarding the City's employment of part-time staffing and the use of contractual labor; the Council discussed the draft resolution on October 1, 2007. The Council was generally supportive of the draft resolution.</p> <p>Councilmember Seamens suggested that the term "continuous" as it pertains to the City's use of contractual labor in the second bullet point be more specifically defined. The revised resolution presented for the Council's consideration defines "continuous" as a period exceeding three months.</p>
Policy	The City Council establishes personnel policies and procedures for the City.
Fiscal Impact	Not applicable
Attachments	Draft resolution setting forth a policy regarding part-time staffing and contractual labor usage
Recommendation	Staff recommends that the Council adopt the draft resolution.
Special Consideration	

Introduced by:

Resolution 2007-

**A RESOLUTION SETTING FORTH A POLICY
REGARDING PART-TIME STAFFING
AND CONTRACTUAL LABOR USAGE**

WHEREAS, the City of Takoma Park believes that having access to fringe benefits, particularly health insurance, plays an important role in enabling workers to support themselves and their families; and,

WHEREAS, the City Council wishes to provide City services utilizing in-house staff who qualify for fringe benefits in accordance with the City's personnel policies and procedures and collective bargaining agreements to the extent practicable, given the operational needs of the various City departments; and,

WHEREAS, the City Council wishes to formalize its intent in this regard and to provide direction to the City Manager relative to the use of part-time employees and contractual labor (i.e., services secured through an employment agency).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT the City's policy regarding the employment of part-time staff and the use of contractual labor shall be as follows:

- Whenever feasible given the City's operational needs, the City will provide municipal services through the use of employees who receive benefits in accordance with its personnel policies and procedures and collective bargaining agreements.
- The City will not utilize contractual labor on a continuous basis primarily to reduce costs through the payment of lower wages or to avoid providing fringe benefits. For the purpose of this section, "continuous" is defined as a time period exceeding three months. This policy recognizes that there are unusual circumstances, such as the serious illness of a City employee necessitating extended medical leave, which may warrant the use of contractual labor beyond three months to meet an organizational need. The use of contractual labor in a particular service area for more than three continuous months must be approved by the City Manager.
- When considering the privatization of existing City services, the City will take into account the wage levels and benefits under the proposed contract relative to the wage levels and benefits of City employees and will not privatize a service if the cost savings achieved are primarily through lower wage levels and more limited fringe benefits.
- This policy recognizes that certain part-time and seasonal positions are typically held by high school or college students. Such positions assist students in gaining needed employment experience, and this policy is not intended in any way to eliminate this training opportunity.
- The City Manager will evaluate the manner in which City services are provided on an annual basis during the preparation of the proposed operating budget and, where feasible, advise the City Council of areas where the City's utilization of non-benefited employees and contractual labor could be reduced or eliminated, including any fiscal impact of doing so.

Adopted this _____ day of _____, 2007.

Attest

Jessie Carpenter, City Clerk